



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 14.20

Subject: Child Protective Services Child Death/Serious Injury Notification

Supersedes: DCS 14.20, 05/01/01

Local Policy: No
Local Procedures: No
Training Required: No

Approved by:

Effective date: 05/01/01

Revision date: 01/01/02

Application

To All Department of Children's Services Child Protective Services Case Managers, Team Leaders, Team Coordinators and Regional Administrators.

Authority: TCA 37-5-106

Policy

The Director of Child Protective Services **must** be notified of Child Protective Services case situations involving the death or serious injury of children who are presently part of an active child protective services case, or who have been served through child protective services within two (2) years of the date of the child death/serious injury incident.

Procedures

A. Notification

The Director of Child Protective Services **must** be notified of the following types of CPS cases that are or have been active within two (2) years of the date of the child's death or serious injury incident:

1. Cases where children have died or have been seriously injured as the result of abuse or neglect inflicted by the caretaker; **or**
2. Cases where children have died or have been seriously injured as the result of a caretaker's knowing failure to protect a child from harm..

B. Notification process

1. When an incident occurs during regular office hours that meet the above notification criteria, the local CPS staff must **immediately** notify the central office Incident Reviewer, and as soon as possible, notify the Director of Child Protective Services by telephone.
2. Telephone notification must be followed up by:
 - a) Completing form CS-0496, *Serious Incident Report*
 - b) Fax the report immediately to central office Incident Reviewer, with an additional copy faxed to the Director of Child Protective Services. (See DCS Incident Reporting Manual – Part 3 in DCS Policies, Chapter 1 - Administration.)
 - c) For Type A incidents that occur during holidays, weekends or after regular office hours, the completed form CS-0496, *Serious Incident Report*, must be faxed to the central office incident reviewer and a copy to the director of child protective services by 9:00 am local time, on the next working day.

C. Incident reporting form

CPS staff shall follow the general instructions for completing and processing form CS-0496, *Serious Incident Report*, in the DCS Incident Reporting Manual – Part 3 in DCS Policies, Chapter 1, Administration.

D. Follow-up on reported incidents

1. The regional administrator shall forward all relevant case files to the director of CPS via “next day delivery.”
2. CPS program staff shall review the contents of the files and conduct as case staffing with the key individuals having any role in decision-making during the course of the investigation. The staffing will address the investigation process, relevant policy and experience gained from the case that may aid in future practice.
3. CPS program staff shall submit a written report of the findings to the regional administrator and forward a copy to the appropriate assistant commissioner. The report will provide an analysis of policy compliance, an assessment of the quality of judgments at critical decision making points and a summary of the strengths and weaknesses of the case.

Forms

CS-0496 Serious Incident Report

Collateral Documents

None

Standards

None